

# Applying for a Technician Job:

## Making Sense of the Job Announcement

Federal Technician Job announcements don't have to be difficult to understand. Let's take a look at the different parts of a Fed Tech job announcement to better understand how to find your job of choice. You can use the navigation links below to jump to individual sections or just start at the top and read down.

First, we'll examine the individual parts of an announcement to help you better understand when a job is right for you. Next, we'll look at the application instructions to show you how to make sure that your application package is being submitted correctly. In this example we'll look at an advertisement for a Powered Support Systems Mechanic (Small Shop Chief) at the WAATS.

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### The Basics:

NATIONAL GUARD OF ARIZONA HUMAN RESOURCE OFFICE 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495 PHONE (602) 629-4821; DSN 853-4821 WEBSITE: www.azguard.gov/hro		
1	EXCEPTED TECHNICIAN VACANCY ANNOUNCEMENT	2
ANNOUNCEMENT NUMBER: 08-410T OPENING DATE: 15-Dec-2008 CLOSING DATE: 12-Jan-2009		
POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:		
Powered Support Systems Mechanic (Small Shop Chief), WG-5378-11, TC7073000		
4	APPOINTMENT FACTORS:	3
OFFICER <input type="checkbox"/> WARRANT OFFICER <input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/>		
SALARY RANGE: \$24.19-\$28.22 PH		
5	SUPERVISORY <input type="checkbox"/> MANAGERIAL <input type="checkbox"/>	6
NON-SUPERVISORY/NON-MANAGERIAL <input checked="" type="checkbox"/>		
7	LOCATION OF POSITION: WESTERN ARMY AVIATION TRAINING SITE (WAATS), MARANA, ARIZONA	
APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell		

1. **Announcement Number:** This is the number you will reference on your OF-612 or resume when you apply for a position. This is very important, as this unique number tells us exactly which job you're intending to apply for. Here at the HRO we're not allowed to make assumptions about which job you'd like to apply for, so without this number your application can not be forwarded.

2. **Closing Date:** This is the last possible date that we can accept your application, any applications submitted after close of business (15:30 local time) on this date will not be considered. In order to be fair and equitable to all applicants we must rigidly adhere to this standard. Please save yourself the distress of a last minute submission and turn in your packet into our office well before this date. Please note when mailing an application, having a postmark dated on the closing date does not count as a timely submission.
3. **Title, Series, Grade and Position Number:** Many people ask how to read the series and grade listed for a position.
  - a. The first two letters show you what pay schedule this position belongs to. In this case, the job is “WG” for Wage Grade.
  - b. The next four numbers, “5378”, show the federal occupation code, which essentially describes the type of work the position entails, (administrative, mechanical, etc.)
  - c. Finally, the last two digits show the pay grade. In this case the grade is “11”. In short, most people will describe this job as a “WG-11” which also describes the salary range.
  - d. The position number, “TC7073000”, may not be so important to you when you’re first applying. It is a code that uniquely identifies the federal position description associated with the job.
4. **Appointment Factors:** Dual-Status positions like ours require compatibility with our military positions. This section shows who is eligible to apply for a position, in this case it’s only open to enlisted members.
5. **Salary Range:** By far our most common question, “How much will I get paid?” The salary range shows the range of the listed pay grade. You can also find this same information in the pay table section of our vacancy page. If you are just starting with our organization, chances are you’ll be coming in as a step 1, at the beginning of the salary range.
6. **This section shows the scope of the position’s responsibility.**
7. **Location:** This is the actual location of the position, where you will be expected to work should you be hired for the job.

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## Understanding Conditions of Employment:

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name/phone number and permission to contact.

**CONDITION OF EMPLOYMENT:** Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard (WAATS) and must possess the following MOS/Branch: CMF: 63, 15

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**KNOWN PROMOTION POTENTIAL:** NONE

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**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be

1. **The conditions of employment are conditions that have to be met upon your appointment to the position.** Every announcement will state that you have to be a current member of an Arizona National Guard unit when the appointment takes place. However, this doesn’t always mean that you have to be a current member of that unit to apply, but we’ll talk more about that in the Area of Consideration section.
2. **MOS/Branch requirements:** This will be listed one of two ways, it will either state that you must possess the listed MOS/AFSC/Branch or you must be able to qualify for the listed MOS/AFSC/Branch.
  - o What’s a CMF? That is a Career Management Field, which includes any MOS in the listed series. For example, the announcement requires that an applicant already possess a MOS in the career field of 63 or 15 before being appointed. An applicant who is 63B or 15R qualified would be eligible.

- What's the difference between possessing and qualifying for an AFSC/MOS/Branch? When the statement is "must possess" then you have to already be qualified in that AFSC/MOS/Branch. To be able to "qualify for" you must meet the requirements to be eligible to gain that AFSC/MOS/Branch. Requirements could be ASVAB scores, prerequisite schools, or physical requirements, depending on the AFSC/MOS/Branch in question.
- 3. **Known Promotion Potential:** Sometimes, a job is offered at an entry level pay grade with an opportunity to move up for employees that do well in their positions. In these cases, the pay grade that an employee could possibly move into without having to compete for a promotion would be listed. For example, a job like that could be advertised as "WG-5378-8" with promotion potential to a "WG-5378-10".

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### Understanding Area of Consideration:

**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is open to current Excepted Service (Technician) members of the (WAATS), Arizona Army National Guard. Individual

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selected will receive a Permanent Appointment subject to the completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

**NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).**

**NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

**NOTE: This position is subject to working night shift.**

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1. **Area of Consideration:** This is a very important part of the announcement, as it shows who is eligible to apply for a position. In this example, current Technician members of the WAATS are eligible to apply for this job. This example is a little more uncommon, the job in question is a promotion opportunity for current employees. Most of the time, the AOC will be divided into two possibilities, current members or current members and those eligible for membership.
  - a. **Current Members:** If the first line of the AOC states "open to current members of the..." this means that for your application to be considered, you must already be a member of the AZ National Guard unit named in the statement.
  - b. **Current and Those Eligible:** If the first line states "open to current members and those eligible for membership..." then applications will be accepted from anyone who can become a member of the AZ National Guard unit if they are offered the position. Remember the Condition of Employment; if you're not a current member of the unit listed and you are offered a job, you'll have to become a member before you can be appointed into your new position.
2. **Appointment Information:** The second line in this block tells you what the appointment type of the position is. It can be either Permanent or Indefinite, both groups of employees can participate in federal benefit programs such as FEHB, FEDVIP and TSP.
  - a. **Permanent Appointment:** This means that the position has Permanent tenure. An employee hired into this job must complete a one year trial period as a Conditional tenured employee before they will become Permanent.

- b. Indefinite Appointment: Indefinite means that the position can be terminated within thirty days of written notice. This doesn't mean that Indefinite Appointment positions should be any less desirable than Permanent ones. In fact, many of our Indefinite positions have the potential to become Permanent down the road.
- 3. **NOTES:** The first two notes of any announcement involve the submission of required forms with an application package. More information on that topic is in the How to Apply section. Other notes give valuable information about the position and who is eligible to apply for it. Take a look at what kind of notes you can expect on an announcement:
  - a. Notes that further specify eligibility requirements give more detailed information about who can apply for the position. An example would be "NOTE: Open to members in the rank/grade of SSG/E6."
  - b. Notes that tell you more about requirements of the job would be like the one listed in the example, "NOTE: Position is subject to working a night shift." This is the selecting official's message to applicants about special requirements that a position may have.
  - c. Some notes tell you to submit additional documents. This is very important. If there is a note requiring documentation to be submitted in addition to the regular application packet, then packets received without the required documentation will be disqualified. An example of such a note would be, "NOTE: Applicants must submit a five-year driving record from the Motor Vehicle Department." Or, "NOTE: Applicants must submit proof of AFSC verification in order to be considered for this position. The following documents may be used: AF Form 2096, Virtual MPF RIP or DD 214. Applications received without this documentation will not be considered."

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## What are KSAs, Exactly?

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### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to plan and administer a functional shop maintenance program. Skill in surveillance of work being accomplished by other employees and provide technical direction to lower grade technicians.
2. Thorough knowledge of the mechanical makeup, operation, and working relationships of complex systems, assemblies, and parts for all unit assigned aircraft and hangar ground support equipment.
3. Ability to diagnose, repair, overhaul, and modify all unit assigned aircraft ground support equipment.
4. Knowledge of computer based programs such as Microsoft Office (Word, Excel, Power Point, Access), and SAMS-E operations and reports.
5. Ability to communicate both orally and in writing.

1. **KSAs are a tool for the selecting official to see what experience you have with important facets of the job they're advertising.** This is an excellent time to shine, show how you are the best candidate for the job by explaining fully how you meet the qualities needed.
  - a. The AZNG Form 335-2-R is used to respond to the KSAs. There are multiple blocks available on the form to type in your responses to the items. Start with item #1 in the KSA section and put your response in the first block in the 335-2-R. Then continue down the list, using the second block in the form to answer the second KSA, and so on.
  - b. Tips for filling out the AZNG Form 335-2-R:
    - i. If you run out of room on the form, it is perfectly acceptable to make a continuation sheet of your own and attach it to the form.
    - ii. Fully explain how you meet the KSA listed by telling the selecting official about your specific experience, including where you gained this knowledge, skill or ability and how long you performed that function.

## How to Prove You Have the Experience:

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**SPECIALIZED EXPERIENCE:** Must possess 18 months experience which shows that in addition to the knowledge and skills found at the journeyman level, the essential ability to plan and accomplish a functional shop maintenance program. Requires skill in surveillance and troubleshooting techniques.

1. **Specialized Experience is very important.** Read and understand what is being called for in this section. If this length and quality of experience is not demonstrated on your application form (OF-612) or equivalent resume, your application will not be qualified and you will not receive an interview.
  - a. Please note: By law, we can not make assumptions about any of our applicants. If you have military training/experience which you believe qualifies you for a position, that training/experience must be listed and explained on your application or resume. If it is not, it can't be taken into consideration.
    - i. The best practice would be to pretend you are submitting an application to civilians who have no idea what your military job is and what it entails. In this case you would want to tell them all about the duties and responsibilities of your military assignment.

## How to Apply:

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495.** Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

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**INSTRUCTIONS FOR APPLYING:** Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.



When applications are disqualified, this is by far the most common area that causes the disqualification. We want nothing more than for you to get your fair chance at getting a position with our organization. Read and follow these instructions carefully and make sure that you get that opportunity.

1. **Our address and office hours are listed on every announcement.** Please note that we can not accept faxed or emailed applications. We do allow electronic submissions from our deployed service members, but only from those individuals that are mobilized in support of a contingency operation.
2. **Instructions for Applying:** This section details what forms to use in your application packet and explains guidelines on how to fill some of them out. The path of least resistance for most applicants is to use our ready made [Technician Application Packet](#), which contains all of the basic forms.
  - a. Important: If the NOTES section of the Area of Consideration requires additional forms to be submitted beyond what is in the Technician Application Packet, they must be included in your packet.
3. **Evaluation Process:** Again, use your application or resume to show how you meet the specialized experience requirements listed on the announcement. Applicants can expect the following steps in the evaluation of their application packet.
  - a. Area of Consideration / Eligibility: First, we screen all applications to make sure the packets include all required forms and that the application was received on or before the closing date. We also ensure that the applicant is within the Area of Consideration for the position.
  - b. Minimum Qualifications: One of our Staffing Specialists will review the applications and determine whether or not each application meets the specialized experience requirement. Applications that do not demonstrate this experience requirement will be disqualified.
  - c. Interview and Selection: Applicants that meet the specialized experience requirement as determined by the Staffing Specialist will be forwarded to the selecting official for an interview. The selecting official will contact applicants and conduct interviews and then at the conclusion of the interview process a selection will be made.

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## Tips for Application Success:

Our goal at the HRO is to maintain a fair and equitable hiring practice that gives opportunity to all. We welcome all eligible members to apply for jobs and we will assist you along the way. Here is some advice from the HRO Staffing Section to ensure that your application is the best it can be.

1. **Turn in your packet well before the closing date.** There is a belief among many applicants that turning in their application at the last possible moment ensures that their paperwork is on the 'top of the stack'. Nothing could be further from the truth. Applications are filed according to announcement number and with no regard to chronology. Applications are then evaluated alphabetically by last name. Care and consideration is given to every application regardless of where it is in 'the stack'. Save yourself some distress and get your paperwork in early, because late applications are never accepted.
2. **Make sure you have all your documents.** Use the [Technician Application Packet](#) if you want to play it safe, this is highly recommended. Take a moment and read the application instructions. Before you submit, go back and make sure that the Area of Consideration section isn't calling for any additional documents that you haven't already included. This simple action can save you from disqualification.
3. **Honestly evaluate if you are eligible for a job.** Is the announcement absolutely requiring an MOS/AFSC/Branch that you don't have? Does it require membership in a unit that you aren't a part of? These requirements are non-negotiable, so please take a moment and ensure that you're eligible before paying for postage or making the trip to our office. If you see a job you want that you're not eligible for, take heart. On average we announce over 400 technician jobs a year, the chances are very good that the right job for you will come available.

4. **Fully substantiate your experience.** Use that application form or resume to its fullest. Tell us all about your experience and how you meet the specialized experience requirement. Remember, we can't make assumptions about you or what duties your past jobs may have entailed. Show us what you're made of!

Thank you for your interest in one of our Federal Technician positions. We look forward to receiving your application.